



COMMONWEALTH *of* VIRGINIA

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November 24, 2003

MEMORANDUM

TO: Members of the Information Technology Investment Board

FROM: Jerry Simonoff, Director
Strategic Management Services

SUBJECT: Draft of VITA Quarterly Report Due January 1, 2004

As you are aware, Governor Warner's Executive Order 50 directed that VITA prepare and submit to the General Assembly a number of documents, one of which is a Quarterly Report. The VITA Operating Plan, submitted on August 29, 2003, constituted the initial such report, with the next quarterly update due January 1, 2004.

As the regular quarterly reports will appropriately be somewhat different in form and content from the Operating Plan, VITA staff has prepared a December 1 draft version of the next report. Unless otherwise noted, the draft covers activities through November 15. This draft will allow an extended period for both external and internal review and comment, prior to formalizing the actual January 1 submission.

VITA staff is soliciting the participation of IT Investment Board members in reviewing the December 1 draft report. For your convenience, the text and appendices in the report will be available at <http://www.vita.virginia.gov/status/status.cfm> beginning tomorrow, November 25. We will also have hard copies of the complete document for each of you at the December 1 Board meeting.

While the Quarterly Report is on the Board's meeting agenda, and any comments at that time will certainly be appreciated, the opportunity for input will extend through December 15. VITA staff will then revise the draft, including activity updates through December 15, in order to meet the January 1 submission date. Your comments and questions relating to the report may be conveyed directly to me at jerry.simonoff@vita.virginia.gov or (804) 343-9001.

We would very much appreciate your input on the form and content of the Quarterly Reports and look forward to your comments and suggestions.